



Department  
for Education

### **Privacy Notices (How we use employee information):**

**The children's social work workforce: those employed to work, or otherwise engaged to work, at a school as part of its child and family social work workforce**

#### **Suggested wording:**

#### **Data Protection Act 1998: How we use children's social work workforce information**

We process personal data relating to those we employ to work as, or are otherwise engaged to work as, part of our child and family social care workforce. We do this is for employment purposes, to assist in the running of the school and/or to enable individuals to be paid.

The collection of this information will also benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling monitoring of selected protected characteristics

The personal data includes identifiers such as Name, Date of Birth, HCPC number, Personal characteristics such as gender and ethnic group, qualifications and absence information.

We will not share information about you with third parties without your consent unless the law allows or requires us to. We are required to share some of your personal data with:

- the Department for Education (DfE)

If you require more information about how DfE store and use your personal data please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact:

The Operations Manager:

Tel: 01420 472132 or email [enquiries@millchase.hants.sch.uk](mailto:enquiries@millchase.hants.sch.uk)

The Trust's Data Protection Officer is Helen Turner who can be contacted on [unicat@chi.ac.uk](mailto:unicat@chi.ac.uk)